



## Foreign Affairs Manual

### 14 FAH-4 — Diplomatic Pouch and Mail Handbook

**Change Transmittal:** DPM-11  
**Date:** July 31, 2014

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## 14 FAH-4 H-250 INCOMING POUCHES

### Summary of Changes

1. The revisions to this subchapter reflect current operational procedures and provide clarification on the requirements for opening pouches, processing Pouch Invoice (Form DS-3082), and processing items for other agencies.
2. Crosswalk:

Old Location	Old Title	New Location	New Title
14 FAH-4 H-254.1	Receipt at Manual Posts	Deleted	Deleted
14 FAH-4 H-254.2	Receipt at ILMS DPM Posts	Deleted	Deleted

3. Revisions are shown in *italic dark magenta*. *Italic dark magenta* provides a historical record of changes and is used in subchapter issuances where less than 50 percent of the text has been revised.
4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

### Filing Instructions for Paper Copies

1. Remove and discard old subchapter 14 FAH-4 H-250 (CT:DPM-2, 05-06-2009) and insert revised subchapter 14 FAH-4 H-250 (CT:DPM-11; 07-31-2014).
2. After inserting the material in the binder, insert this transmittal letter

immediately following the CT Checklist, then fill in the entry line for CT:DPM-11, and initial.

### **Distribution Notice**

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
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3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/GIS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

**(A/LM)**